



801 Program Guidance

Tips on Program Monitoring

This guidance is provided to help you determine the direction of your program and how to effectively navigate change throughout this cooperative agreement.

801 Expectations

Program monitoring is a recipient activity under priorities 2-- HIV Prevention; 3-- Coordinated School Health Programs and Promotion of Physical Activity, Nutrition, and Tobacco-Use Prevention CSHP and PANT; 4--Asthma Management; and 5-- National Professional Development.

Please refer to the 801 funding opportunity announcement recipient activities under your priority area for specific requirements.

Program Monitoring Activities

Collect and review epidemiological and student health risk behavior data. Many data sources are available to determine which groups of youth in your jurisdiction require specific programs and services.

Identify youth at greatest risk for adverse health outcomes. Use epidemiological and student health risk behavior data to identify populations or service areas with levels of risk behaviors or health outcomes above a state or national rate.

Collect data for and submit the Indicators for School Health Programs (Indicators). The *Indicators* are a required set of program performance measures that are due annually through web-based data submission or paper-and-pencil submission.

Select and track School Level Impact Measures (SLIMs). You are required to select SLIMs, establish target percentages for your selected SLIMs that you will strive to attain by 2012, and report on your progress in meeting your targets. Use *School Health Profiles* or another survey to monitor the implementation of SLIMs-related policies, programs, and practices at the school level.

Collect data on the extent to which implemented activities met program expectations. Consider collecting information on how participants perceived the quality of your program activities, such as professional development events.

Develop and submit success stories. You are required to submit at least one (and no more than two) success story per priority area each year in your annual progress report.

Using Program Monitoring to Navigate Your Program

Program monitoring directly affects how you assess the direction in which your program is heading; helps you to plan specific program activities for specific groups of youth; and provides you with information to evaluate your program's performance. Program monitoring helps you to refine and strengthen the implementation of your program.

Assess

- To determine which groups of youth in your jurisdiction require specific programs and services, use a variety of data such as:
 - YRBS data
 - Other state and local data on youth health risk behaviors and adverse health outcomes
 - Vital statistics
 - Demographic data on youth by district, school, or zip-code
 - School Health Profiles data
- Determine how to refine and strengthen your activities by reviewing prior program evaluation data, *Indicators* data, and SLIMs.

Plan

- Involve a broad array of stakeholders in your planning process, including health agencies and voluntary health organizations.
- Examine school health policies, programs, and practices currently in place and determine whether additional or new policies, curricula, services, or programs are needed to address the priority areas for which you are funded. Any new initiatives should be acceptable to the community and linguistically, culturally, and developmentally relevant.
- Because the groups of youth you serve and their needs will change over time, you should review planning documents on a periodic basis to make sure that your program plans and the needs of the youth you serve are aligned.

Evaluate

- Collect information to evaluate your program, including *Indicators* data, data to assess the SLIMs (through *School Health Profiles* or some other source), and additional data to assess your program activities (such as professional development events).
- Compare evaluation data (e.g., *Indicators*, *Profiles* data related to SLIMs, activity participant evaluations) with your strategic plan and workplan. Did you accomplish what you thought you would? If not, you may need to speak with program staff and key stakeholders to attempt to understand why your activities did not achieve the results you intended.
- Use your evaluation findings to consider whether you need to revise your program strategies and activities.
- Determine program strengths and successes. What did you do well? Where did you exceed your expectations? You may want to highlight program successes and strengths through reports of your evaluation findings and success stories.
- Disseminate your evaluation findings and discuss them with stakeholders, including youth, parents, educators, community partners, state and local education and health agencies, state legislators, and funding agencies.

Sustaining Efforts

- Program monitoring is critical to maintaining funding and obtaining new funding for your program. Planning documents such as strategic plans and logic models provide thoughtful and succinct ways to convey what your program is intended to accomplish. Monitoring data show that you are able to accomplish what you plan.
- Consider the audiences that may be able to provide you with resources, such as federal and state agencies, state legislatures, and foundations. Match the kind of information with the audience and choose a method of presentation (oral presentations, press releases, videos, success stories, etc.) tailored to the needs and interests of that audience.

Resources

YRBS –

<http://www.cdc.gov/yrbs>

School Health Profiles --

<http://www.cdc.gov/HealthyYouth/profiles/index.htm>

Logic Models 1: The Basics –

http://apps.nccd.cdc.gov/dashoet/logic_model_1/menu.html

Logic Models 2: Constructing a Logic Model –

http://apps.nccd.cdc.gov/dashoet/logic_model_2/menu.html

Writing Good Goals and SMART Objectives –

http://apps.nccd.cdc.gov/dashoet/writing_good_goals/menu.html

DASH Evaluation Expectations –

<http://www.cdc.gov/HealthyYouth/evaluation/expectations.htm>

Indicators for School Health Programs –

<http://www.cdc.gov/HealthyYouth/evaluation/indicators-facts.htm>

DASH Success Stories –

<http://www.cdc.gov/healthyyouth/stories>

Preparing an Evaluation Report –

<http://www.cdc.gov/HealthyYouth/evaluation/pdf/brief11.pdf>

Disseminating Program Achievements and Evaluation Findings to Garner Support –

<http://www.cdc.gov/HealthyYouth/evaluation/pdf/brief9.pdf>